

2/8/94


SUBJ: TRAVEL MANUAL

1 PURPOSE. This supplement provides for reduced per diem for long-term training which exceeds 15 class days at the FAA Academy and allows an employee attending a course or consecutive courses of more than 30 actual class days to one round trip to his or her home station during that period.

2 DISTRIBUTION. This supplement is distributed to the branch level and above in Washington headquarters and regions; to the section level and above at the centers; the Associate Administrator for the Aeronautical Center; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.

3 FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART			
Remove Pages	Dated	Insert Pages	Dated
		(4-28-S1 (and 4-28-S2) (following DOT 1500.6A pages 4-28)	2/8/94


E. M. Keeling
Director of Accounting

FA SUPPLEMENTAL PAGE

4-0506a-S1. Subsistence Payments for Extended Training Assignments at the FAA Academy. Per diem shall be reduced for long-term training courses that are more than 15 class days.

4-0506a-S2. Round Trip Home or to the Permanent Duty Station for Employees on Extended Technical Training Assignments. Where it has been determined that an employee's efficiency and productivity will be enhanced if permitted to return to his/her home or permanent duty station during extended FAA Academy or out-of-agency technical training, a round trip(s) shall be authorized.

a. To qualify, the course or consecutive courses must total more than thirty (30) class days. One round trip shall be authorized in the same fashion for each additional 30 day class days of the same training assignment. The computation of class days shall include holidays.

b. The travel must be accomplished during the employee's regularly scheduled non-duty time and shall not be taken in conjunction with annual leave or sick leave.

